

ANNOUNCEMENT

DEPARTMENT OF ADMINISTRATION

Effective: July 1, 2002

Destroy Date: June 30, 2003

STATE RECORDS CENTER BUREAU OF DOCUMENT SERVICES

Rates for paper records storage will be reduced by 3.5% in FY03. All other State Records Center rates will remain the same in FY03 per the announcement last January that service rates would either decrease or remain frozen as one way DOA is helping agencies during the state budget crisis.

Use of the State Records Center remains an excellent value for storage of semi and inactive state records that must be retained. It is estimated that state agencies can save on average **\$14.79** per year for **each cubic foot** of records compared to the cost of storing these records in Class A office space.

Storage of electronic media at the State Records Center, particularly backup media from computer systems, should be part of each agency business resumption/disaster recovery plan. Dispersal of electronic media minimizes the risks associated with losing information or the costs associated with potentially expensive re-creation of lost information. This year the Records Center is gaining additional capacity for storage of electronic media. Look for a more detailed announcement when the space is ready.

State Consolidated Stores (SCS) sells Records Center cartons. See the Office Section of the current catalog or call SCS at (608) 262-3133 or (800) 662-1727.

The State Records Center uses database software called Versatile. Last year the Versatile was upgraded to run on a SQL server. Agencies will soon see increased functionality of this software including the ability to access the database through the Internet. Look for announcements as these features are brought on-line and made available.

Versatile manages the interaction between retention schedules (RDA's) and the inventory of records (paper, microfilm and electronic) stored at the Records Center. To help state agency staff gain a better understanding of the records management software, training sessions are offered. Check for this information on our web site: <http://www.doa.state.wi.us/dsas/recordsmgt/> You can also contact the DOA Records Management Section for dates, times and locations of this training. In addition "hands on one-on-one" training and technical support will be provided to those interested in using the advanced features of the software.

Group tours of the State Records Center for current and new customers are also available.

Customers with questions about the services of the State Records Center can contact Larry Stanczyk, Supervisor, State Records Center, at (608) 266-2770 or e-mail at Larry.Stanczyk@doa.state.wi.us. Customers with questions about Versatile Enterprise can contact Harold Coltharp at (608) 266-2770 or e-mail at Harold.Coltharp@doa.state.wi.us

STORAGE

COST CATEGORY	COMPARED TO 2002-2003	2001-2002	% CHANGE
RECORDS	\$0.28/cu ft./mo.	0.29	-3.50%
TAPES/CARTRIDGES	\$0.11/tape/mo.	0.11	0.00%
CASES OF TAPES/CARTRIDGES	\$0.55/case/mo.	0.55	0.00%
BOXES STORED UNDER EXPIRED RDA'S	\$10.00/yr.	10.00/yr.	0%
TAPES/CARTRIDGES IN CENTER OVER 18 MO.MICROFICHE (TUB)	\$2.00/tape/yr.	2.00/yr.	0%
REEL MICROFILM	\$0.11/mo.	0.11/mo.	0.0%
APERTURE CARDS (TUB)	\$0.11/mo.	0.11/mo.	0.0%
FILE LEVEL STORAGE	\$0.015/mo.	0.015/mo.	0.0%

NOTE: There is no charge for pickup of records or authorized destruction or transfer based on approved RDA's.

SERVICES

RECORD RETRIEVAL (paper, microforms, electronic media)	\$2.10/record	\$2.10/record	0%*
RECORD RETURN TO STORAGE (paper, microforms, electronic media)	Included in above	N/A	
COMPUTER TAPE OR CARTRIDGE CASE RETRIEVAL	\$2.60/case	\$2.60/case	0%
COMPUTER TAPE OR CARTRIDGE CASE RETURN TO STORAGE	Included in above	N/A	
BOX RETRIEVAL	\$2.60/box	\$2.60	0%
BOX RETURN	Included in above	N/A	
CONFIDENTIAL DESTRUCTION (boxes/materials not in inventory)	\$2.65/box	\$2.65	0%
WITNESSED DESTRUCTION	\$90.00/500 lb. Trip Charge Per Location \$0.13 lb. over 500 lbs.	Same	0%
INTERFILES (add files to Existing inventory)	\$2.60/record	\$2.60	0%
FILE LEVEL DATA ENTRY	\$1.05/file	\$1.05/file	0%
COPY OF RECORD (1st 5 are free) (Self-service)	\$0.10/copy	\$0.10	0%
EMERGENCY RETRIEVAL (Any request after 4:30 PM weekdays and all weekend hrs.)	\$165.00/trip	\$165.00	0%
HOURLY RATE (Special projects, consulting)	\$18.00/hour	\$18.00/hour	0%